

CITY OF DUBLIN

California



INVITES APPLICATIONS FOR THE POSITION OF

Summer Intern Community Development Department Housing Division

APPLY ONLINE AT WWW.CALOPPS.ORG

FILING DEADLINE

Friday, April 10, 2015 @ 5:00 PM

SALARY

\$20.00 per hour

THE POSITION

The City of Dublin is presently seeking an Intern for the Community Development Department to provide a variety of routine to difficult management support in its Housing and Human Services Division. A few specific program-oriented projects the intern may perform include analysis of the City's housing rehabilitation and First Time Homebuyer Loan Programs, implementation of a housing database/management system, development of outreach brochures, oversight of various housing services agreement, participation in regional affordable housing and human services activities.

The position offers an opportunity for the Intern to interact with high level Staff and to make department / public presentations. The intern will be assigned a mentor, and on a month basis, may participate in special functions/events with guest speakers. In general, this Internship will provide an opportunity to become acquainted with the City and local government.

EXAMPLES OF DUTIES

The following duties are normal for this classification. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Examine, provide technical information, report on, and document data in accordance with assigned department
- Prepare written reports and related correspondence on assigned projects.
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service
- Organize, produce, and maintain records and process forms including reports specific to the organizational unit.
- Independently prepare and update a variety of reports and special projects relating to the activities of the assigned department.
- May receive and screen visitors and telephone calls providing factual information regarding City activities and functions.
- Perform other duties as assigned.

QUALIFICATIONS

1. Education: Applicants must have achieved at least senior status in a four-year degree program or be enrolled in a graduate program. Academic course work should be related to Planning/Social Services/Administration or a related field
2. Experience: Experience or course work in policy analysis, public administration and/or general office practices is desirable but not required.
3. Licenses, Certificates and Special Requirements: Positions require a valid California Class C driver's license to be secured prior to employment and maintained current as a condition of continued City employment.

KNOWLEDGE OF

- Basic principles and fundamentals related to local government operating functions such as City Manager's Office, Administrative Services, Community Development, Public Works, Police Services, or Parks and Community Services Department.
- Modern office practices, methods, procedures and computer equipment
- Basic research and analysis methods
- Basic business data processing principles and the use of personal computers and word processing software.

ABILITY TO

- Communicate tactfully and effectively with the public.
- Complete assignments in a timely manner.
- Communicate clearly and concisely, both orally and in writing.
- Type accurately at a speed necessary for successful job performance.
- Research, compile, and analyze technical and financial information.
- Compose routine correspondence.
- Establish and maintain cooperative-working relationships with those contacted in the course of work.

BENEFITS

There are no benefits for part-time, temporary/seasonal positions. The City does not participate in the Social Security system except for a mandatory Medicare contribution. In lieu of Social Security, the City will contribute 1.5% of the employee's salary on the employee's behalf to the PARS Alternate Retirement System.

ABOUT THE CITY

The City of Dublin is located in eastern Alameda County, approximately 35 miles southeast of San Francisco. The City was incorporated in 1982 with a population of 49,890 within 14.59 square miles. Dublin's strategic "crossroad" location at the intersection of Interstate 580 and 680 has made the City freeway close and conveniently accessible to the Bay Area with two BART stations.

COMMITMENT TO COMMUNITY SERVICE

The City of Dublin is continually striving to enhance the services provided to our customers. The City organization is committed to creating a challenging and rewarding environment in which all employees representing the City are motivated to respond to the needs of the City's customers. In setting high standards for ourselves, we take pride in:

- Being a responsive and proactive City team, in touch with the changing needs and expectations of the Dublin community.
- Providing the highest level of quality service in all City programs and activities.
- Promoting a "can do" attitude using common sense along with technical/professional knowledge.
- Being committed to high professional standards. A professional attitude encourages an objective approach to analyses of issues.
- Providing information and resources to our customers in a friendly and helpful manner.

THE SELECTION PROCESS

The best qualified candidates, as determined by an initial screening of applications, will be invited to participate in an interview process which will consist of written and/or oral components. Finalists may be requested to submit personal information necessary to conduct a complete background investigation prior to a final selection by the City.

Candidates who successfully complete the interview process may be placed on an employment eligibility list. This list may be canceled at any time, without notice to candidates. All offers of employment are conditional upon the ability to provide verification of authorization to work in the United States. In addition, positions located in the Community Services Department are subject to a background check, including fingerprinting prior to employment.

EQUAL OPPORTUNITY EMPLOYER

In accordance with Federal and State laws, the City of Dublin does not discriminate on the basis of race, religion, color, national origin, ancestry, handicap, disability, medical condition, marital status, sex, or age.

HOW TO APPLY

Apply online at www.CalOpps.org. Once there, click on "**Member Agencies,**" "**City of Dublin,**" then on "**Summer Intern–Community Dev Dept/Housing Division,**" and "**Apply Now.**" Applications must be received by 5:00 p.m. on Friday, April 10, 2015. No faxed or e-mailed applications or postmarks will be accepted.

THIS ANNOUNCEMENT is meant only as a general description guide and is subject to change. The information contained herein does not constitute an expressed or implied contract of employment and these provisions are subject to change.

SUPPLEMENTAL QUESTIONS

Instructions: Please complete and respond to all of the following supplemental questions.

1. For which type of degree are you currently enrolled?
 - ☐ Associate Degree
 - ☐ Bachelor Degree
 - ☐ Doctorate Program
 - ☐ Master's Degree
 - ☐ Vocational
 - ☐ None of the above

2. Please indicate your status in the coming school year 2015-16
 - ☐ Entering as a Freshman Undergraduate (<30 semester/<45 quarter credit units)
 - ☐ Sophomore status Undergraduate (30+ semester/45+ quarter credit units)
 - ☐ Junior status Undergraduate (60+ semester/90+ quarter credit units)
 - ☐ Senior status Undergraduate (90+ semester/135+ quarter credit units)
 - ☐ Will be graduating May/June 2015
 - ☐ Will be graduating December 2015
 - ☐ Already graduated/completed degree program
 - ☐ 1st year Graduate/Masters program
 - ☐ 2nd year Graduate/Masters program
 - ☐ Other - please indicate status: _____

3. In order to be considered for this internship, you must submit a copy of your official/unofficial college transcript(s). Did you attach copies of your official/unofficial college transcript(s)
 - ☐ Yes
 - ☐ No

4. Describe how this internship will help you work toward your academic and career goals.

5. Please describe your experience with and / or interest in, affordable housing and human services programs and policies.

6. Please describe your experience in developing or managing database systems.